

Department of the Army
Headquarters, U.S. Army
Army Sustainment Command
1 Rock Island Arsenal
Rock Island, IL 61299-6500

ASC Regulation 690-6

1 Nov 06

Civilian Personnel

ARMY SUBSTANCE ABUSE PROGRAM (ASAP)/
EMPLOYEE ASSISTANCE PROGRAM (EAP)

Applicability. This regulation applies to all US Army Sustainment Command (ASC) organizations and installations.

Decentralized printing. Local reproduction of this regulation is authorized.

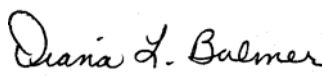
Supplementation. Supplementation of this regulation is authorized.

Proponent. The proponent is the Asst Chief of Staff for Human Resource Management, G-1. Users may send recommendations to HQ ASC (AMSAS-HRC), 1 Rock Island Arsenal, Rock Island, IL 61299-6500, e-mail rock-amsas-hrc@conus.army.mil.

Distribution. Approved for electronic distribution from the ASC Pubs Web page (<http://www.afsc.army.mil/im/rcdsmgt/pubs.htm>).

Supersession notice. None.

FOR THE COMMANDER:


DIANA L. BALMER
Chief of Staff

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1. Purpose. Provide guidance and procedures for establishing a drug-free workplace throughout the command.

2. References.

- a. AR 600-85, Army Substance Abuse Program (ASAP).
- b. Executive Order 12564, Drug-free Federal Workplace.
- c. ASC CG Policy 690-2, Army Substance Abuse Program (ASAP)/Employee Assistance Program (EAP).
- d. Memorandum, Labor Management Partnership Council, 24 Mar 04, subject: Expanded Drug Testing Program Procedures for Employees Occupying Non-Testing Designated Positions (Non-TDP) (Applies to HQ personnel only).
- e. Memorandum, Labor Management Partnership Council, 24 Mar 04, subject: Expanded Drug Testing Program Procedures for Employees Occupying Testing Designated Positions (TDP) (Applies to HQ personnel only).

3. Policies.

- a. Reference 2b requires the federal government to establish a drug-free workplace. Change 3 to reference 2a prohibits the use of illegal drugs.
- b. Reference 2c requires full and unwavering cooperation and support from supervisors and employees for a drug-free workplace.

4. Responsibilities.

a. Employees will be subject to drug testing. An examination of any civilian employee may be authorized by the mission, commander, or activity director under the following conditions:

(1) After an accident or any unsafe act that would cause harm.

(2) When an employee's actions contribute to an accident resulting in death or personal injury requiring immediate hospitalization.

(3) When an employee's actions contribute to an accident resulting in damage to Government or private property estimated to be in excess of \$10,000.

(4) When the use of illegal drugs by Federal employees impairs the efficiency of Federal agencies, undermines public confidence, or poses a health and safety threat to other employees. Drug testing may also be authorized if it is in the best interest or efficiency of the Federal service.

b. Personnel in Drug Testing Program (DTP) will submit to random urinalysis testing.

c. Reasonable-suspicion testing may be required of any employee in a DTP when there is reasonable suspicion that an employee uses illegal drugs.

5. Procedures.

a. All ASC commanders and activity heads will develop and publish a civilian DTP policy that includes, at a minimum, the following components in their approach to ensuring a drug-free workplace:

(1) The Department of the Army will not tolerate alcohol or drug abuse by employees. Being under the influence of alcohol or drugs in any form while in a duty status or while on the confines of the installation and any such use or intoxication may be grounds for disciplinary action up to and including removal from the Federal service.

(2) Employee education and training will be provided to each and every employee on a yearly basis which, at a minimum, stresses the effects of such abuse, the causes, and the need for avoidance. Programs will also be available to assist employees who have alcohol or drug issues. Such training will also educate employees on the potential consequences for such activity while at work in a duty status.

(3) Supervisory education and training will be designed to help supervisors to be observant and notice the signs of alcohol and drug use and to provide the tools to react to such use in the workplace. Specific guidance will be given from the employee relation's perspective on disciplinary measure, which is appropriate in such situations.

(4) Description and Location of the installation Employee Assistance Program (EAP) to include:

(a) Each activity will establish an EAP or have established agreements with an organization to provide EAP support, and each employee will be allowed access to such a program to seek advice on issues related to drug and alcohol abuse IAW law and regulation. This is a voluntary program to assist employees with EAP staff.

(b) Official duty time will be provided to employees who are otherwise in an official duty status to utilize the services or consult with EAP staff.

b. Urinalysis drug testing for illegal drugs of job applicants and federal employees occupying DTPs will occur IAW law. All managers and supervisors, in consultation with their respective EAP, legal, and human resource staffs, will determine which positions require drug testing, establish policies and procedures in consultation with their unions, and assure that drug testing occurs as appropriate for such positions.

c. Disciplinary actions for violators of policies:

(1) Each commander will assure that any and all violators of the zero tolerance drugs testing policy will be considered for appropriate disciplinary action depending on the nature of the offense, the severity of the offense, and the number of occasions of the violation or similar violations.

(2) Consideration will also be given to the employee's past employment record, including the past disciplinary record. Like penalties should be given for like offenses with consistency of penalties of primary concern. Employees who receive proposals for disciplinary action with respect to the issues herein may seek the assistance of the EAP.

d. Use of the EAP or holding a proposed disciplinary action in abeyance is not an option in cases involving the sale of intoxicating substances when the penalty of removal is recommended.

e. All ASC commanders will provide a drug monitoring program to ensure a drug-free workplace and environment for all federal employees. Positive findings without medical documentation to support legitimate use for a specific drug, prior to the random urinalysis test, may result in disciplinary

action up to and including removal. Managers who receive notice of a failed drug test must contact their management relations representative staff at the installation's servicing Civilian Personnel Advisory Center for immediate advice. Managers located at HQ ASC are required to contact their Ombudsman after receiving notice of a failed drug test.